

**Minutes of the  
Topsfield Town Hall Building Committee  
Town Hall  
February 6, 2019**

Chairman Smith called the meeting to order at 7:31pm at the Town Hall. Committee members present were Gregor Smith, Elizabeth Mulholland, and Peter Bryson and ex-officio member Selectman Mark Lyons. Josh Rownd and Ben Nutter were absent. Community Development Coordinator Donna Rich was also present. Other persons present during all or part of the meeting included Selectmen Boyd Jackson and Dick Gandt, McGinley Kalsow representative Fred Soule and Friends of the Town Hall member Al Wallace.

Project Budget Update:

Fred Soule, McGinley Kalsow architect, reported that he had walked through the building with Gregor Smith and Donna Rich, prior to the meeting to review the outstanding items on the Punch List. It was noted that most architectural items had been completed. It was noted that the Lexan by the stage lift remains not correct, some signage might be wrong, there still remain some unfinished painting, the heating unit has not been installed in the third floor office, the sub generator has not been labeled, the window guards have not been installed in the south stairwell, the emergency lighting has not been installed in the basement area. Fred noted that Ryan Stock has reported that he and Glenn Clohecy, Building Inspector is all set for the Final Certificate of Completion. Selectmen Lyons asked about the seam at the Town Clerks transaction counter. Fred would report this to Consigli Construction as unsatisfactory; it appears to be a workmanship issue. The weather stripping at the Main Entrance was discussed and determined as unsatisfactory. Fred would inform Consigli Construction of this issue. There was a discussion relative to the outstanding November invoice, \$491,481.93, and the Committee determined that it should not be paid at this time due to the number of outstanding items.

Acoustics in the Public Hall: Chairman Gregor Smith reported that the study would be performed on Friday, February 8<sup>th</sup>. It was expected to take up to two hours and that there would be a complete report submitted with solutions.

Discussion: Plaques: Liz Mulholland described what she envisioned for the plaque, splitting out a section for "in memory of". It was also noted that those that had stipulated at the time of their donation that it was being given in memory of a loved one should be contacted to ensure that they in fact wish this noted on a plaque. Peter Bryson noted that the plaque should have the ability to add donor names in the future. Friends of the Town Hall member Al Wallace spoke about the wishes of the \$50,000 donation from Cam Steward in memory of his brother Gilbert.

Mass Historical Commission Preservation Award: Fred Soule noted that the deadline for the Award submission was February 19. McGinley Kalsow would be submitting the application and was gathering letters of support from the various committees/boards. Liz Mulholland stated that the Historic Commission would be submitting a letter of support. The committee reviewed other contributors that should be submitting letters of support, such as the Council

on Aging, the Town Administrator, Representative Brad Hill and Senator Joan Lovely. Donna Rich would facilitate obtaining the letters and having them forwarded to McGinley Kalsow to be added to the application submission by the due date.

Discussion: Plaques – *continued* - The Committee went back to discuss the donor plaque and location. It was noted that part of the old windows, the ornate top portion, are being stored at various locations in town and could be utilized on the top of the plaque. Although after the discussion it was determined that they are too heavy and large for such use. Location of the plaque was discussed. It was noted that there is not a large enough space by the historical entrance and it would not be advisable as it would compete with the Civil War plaque. The consensus of the committee was that the wall space above the bench located in the Main Entrance would work. It was noted that the present Town Hall Committee would be the only committee recognized on a plaque.

Discussion: Friends of Topsfield Town Hall – Gregor Smith distributed the list of Town Hall Enhancements dated 2/6/19. Al Wallace noted that the Friends would continue to solicit for donations. The list was reviewed with noting that the top priority would be 2.13, New wood door for the original east entry, the historic entrance. Liz Mulholland stated it would be nice to have a Victorian style rug installed on the main stairs going to the Public Hall. Gregor Smith would like to see picture-hanging rails installed in various area of the building so as to be able to display paintings.

2019 Meeting Schedule: Peter Bryson made a motion to approve the 2019 Meeting Schedule as presented, seconded by Liz Mulholland; so voted: 3-0.

Minutes:

Peter Bryson made a motion to approve the minutes of December 5, 2018 as amended, seconded by Member Liz Mulholland; so voted: 3-0.

At 9:15pm Liz Mulholland made a motion to adjourn, seconded by Peter Bryson; so voted: 3-0.

Respectfully submitted,

Donna C. Rich  
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the THBC before the meeting in a packet, or at the meeting were:

1. Agenda
2. Draft Minutes of December 5, 2019
3. Topsfield Town Hall Enhancement list dated 2/6/19
4. 2019 Meeting Schedule

*Approved as written at the May 1, 2019 Town Hall Building Committee meeting.*

Minutes of 02/06/19

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Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.